

Position: **Project Management Specialist (Education)**
Grade: **FSN-11**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: March 27, 2014
Closing Date: April 11, 2014
Work Hours: **Full time; 40 Hours/week**
Salary Scale: (RD\$1,277,789.00 – 2,044,464.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist position on the Education Team in the Youth, Education and Security Office.

Basic Functions

The primary function of the Education Specialist (ES) position will be to manage education activities (contracts, grants, and/or cooperative agreements) implemented under Development Objective 1 (DO1), the DO focused on reducing crime and improving citizen security. Because of the cross-cutting nature of the USAID country strategy and Mission education programming, the ES will be required to work in close collaboration with USAID Youth specialists and other technical staff as appropriate.

Duties and responsibilities managed by the incumbent will involve the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluation requirements for USAID engagement in the Dominican education arena.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office: santodomingoresume@state.gov

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Master's degree in Education or related Social Science degree required. Knowledge of special education desired.
2. A minimum of 5 years of progressively responsible work experience in technical knowledge in education and/or Program Management in the DR and at least 3 years of experience in international development and/or with a donor organization are required.
3. Level IV English, highly articulate, is required. Effective written and oral communications (including public speeches and presentations) are essential to perform successfully in this position. Level IV Spanish is also required.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and** a current resume or curriculum vitae.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
April 11, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.